

**ETMD Board of Directors**

**March 11, 2020 - Meeting Minutes**

Officers: Bill Reichl, Scarborough, President; Tad Redway, Arundel, Vice President

Trustees: Jim Bucar, ETA; Joe Yuhas, ETA; Greg Tansley, Biddeford; Mark Reed, North Berwick;

Bryan Laverriere, Kennebunk

Staff: Carole Brush, ETMD Executive Director

1. **Welcome and Introductions:** Bill opened the meeting at 8:40 AM
2. **Consent Agenda:**
   1. **February Meeting Minutes:** Motion by Jim, second by Joe to approve minutes as written. All in favor.
   2. **February Treasurer’s Report:** Carole reported we are still below budget. Only anomaly this month was the return of Saco’s early payment of $5,000 for 2021 dues which will be paid in July 2020. Motion by Joe, second by Jim to approve as presented. All in favor.
   3. **Change of Registered Agent:**  Carole presented documents changing Clerk/Registered Agent from herself to

Tim Murphy, the ETMD pro bono attorney, effective April 1, 2020. Motion by Tad, second by Bryan to approve change as written.

1. **Succession Planning for ETMD & ETA Executive Directors:**
   1. After a significant and meaningful discussion of roles for each position and available ETMD resources to fund the ETMD portion, the following conclusions and action steps were identified:
      1. ETMD cannot afford more than its current consultant rate of $40,600/year. Even at that rate, the ETMD finances are decreasing at the rate of a few thousand $ per year. See attached analysis of years 2009 – 2019 & 2019 gross wages for ETA ED & TD, ETMD ED.
      2. If positions are combined, a 33(ETMD)/66 (ETA) split seems equitable. 25/75 was also suggested.
      3. If positions remain separate, clear guidelines need to be established to ensure cohesive and collaborative channels of communication between the ETMD & ETA ED’s and Boards. Each ED role must also be well defined in terms of which ED is responsible for what with clear direction where the roles overlap.
      4. The ETMD ED qualifications will include contacts and experience with the State Department of Transportation (multi-modal and other committees), Office of Outdoor Recreation, state and local senators and representatives, Chambers of Commerce, and municipalities along the trail (town managers as well as DPW & Parks & Rec departments). The ETMD ED will be experienced in grant writing and project management – preferably in trail construction. Local Area Project Management certificate or willingness to go through training to receive certification is required.
      5. **Carole** is willing to stay until year end *if needed* but can also leave earlier. **Nancy’s** end date is mid-September at the latest, sooner than that is preferred with a target of June 1.
      6. **Bill** will reach out to Scarborough’s finance department to get a handle on what the benefit package might be and how much that would add to a $75k or $80k salary & forward to Tad and the Board in a few days. **Bryan** received information from Kennebunk’s finance director that this would add approximately another $35k to that base salary.
      7. **ETA** is forming a succession & search committee of two or three ETA board members and asks that a few ETMD board members join them. **ETMD** currently has **Tad** as the lead with **Val** also willing to be on the committee.
      8. **Tad** will meet with the **ETA President, Deb Erickson Irons** over the next few weeks to discuss the ED position and various ways of filling & financing it. He will bring that feedback to the entire board for further discussion and determination.
      9. After these two meetings, the **ETMD representatives** will advise the town managers of the transition and ask for their input.
2. **Close the Gap:**
   1. Bill reported that the Scarborough attorneys are working to finalize all documentation required for the appraisal process. The appraiser requires 30 days to review this information prior to preparing offers. There is a meeting at MaineDOT on Wednesday, 3/18/2020 to review and resolve all pending issues so that this process may begin. There are 8 ROW offers to be made, with a 30-day period for acceptance, refusal or renegotiation. In the event agreement is not reached, the only other avenue would be eminent domain which neither South Portland nor Scarborough want to pursue.
   2. Carole has been asked by several stakeholders to arrange a meeting by mid-May inviting pertinent participants from MaineDOT, Scarborough, South Portland, HNTB, Bicycle Coalition of Maine and ETMD – possibly others - to ensure we are all on the same page and in a position to convey an accurate, up-to-date message to the public. Tom Hall has voiced his support of the meeting to Bill. Bill is key to the success of the meeting and has an extremely full plate now as spring season begins. Carole will work with Bill on dates and times and then send out a doodle poll to others.
3. **Over the River:**
   1. Carole & Greg reported that they, along with Biddeford City Manager, Jim Bennett and Ryan Sommer, Saco Parks & Rec director met with Patrick Adams, MaineDOT on February 12th  to discuss next steps for moving forward on connecting these two segments. Per Patrick’s advice, the Cities of Biddeford & Saco will submit a Planning Partnership Initiative (PPI) request to MaineDOT requesting funds for an in-depth study of off-road route alignment alternatives and estimated costs while still attempting to connect with the corridor owner, Pan Am. Pan Am has not responded to 7 contact attempts. Carole will reach back out to Nate Moulton, MaineDOT to take him up on his offer to assist if Pan Am was not responsive. The Biddeford City Manager, Saco City Administrator, both city ETMD representatives and ETMD ED will meet on March 18th to begin the PPI process.
4. **Blazing the Trail South:**
   1. Carole reported that a strategy meeting was held mid-February to determine a cost effective way to move forward with the 11 miles surveyed from Kennebunk to Route 9 in North Berwick. Attendees included Paul Schumacher, Kelsey Pelton & Tom Reinauer from Southern Maine Planning and Development; Patrick Adams, MaineDOT; Steve Sawyer, engineer from Sebago Technics (the firm that conducted the survey and supplied a design estimate); Chris Osterreider, Kennebunk town engineer and Carole Brush, ETMD ED. The committee decided that breaking the project down into “bite-sized” pieces and applying for two PPI’s to take the survey to a deeper level would be the most beneficial way to go and has a better chance for funding. Total cost to state would be under $50k vs. the prior request for $700k for design that was denied. The two sections selected are at the beginning and end of the 11 miles and represent least costly and complex to complete.
   2. Kennebunk will submit a $24k PPI request for .6 miles from Route 35 to Alfred Rd. They will collaborate with Kennebunk Savings Bank re their offer for an easement to bring the trail through their property. This would keep it at grade vs. running it along the actual Unitil corridor which would entail quite a drop into a very wet ditch.
   3. Wells/North Berwick will submit a $24k PPI request for 2 miles from Route 9 in North Berwick up to Perry Oliver Road in Wells. This section is quite dry, flat and does not involve any bridges or road crossings.
5. **MaineDOT PPI Program:** 
   1. Patrick Adams suggested that any requests for funding come directly from the municipalities and not from the Eastern Trail until Close the Gap bids have been awarded and the project is well on its way.
   2. Marty Rooney, Maine DOT PPI program manager, relayed to Carole that there is still money left in the program, but it is going quickly so time is of the essence. Marty is aware that Biddeford/Saco as well as Kennebunk and North Berwick/Wells will be submitting requests. He is available to respond to questions as we go through the process. The cost split will be 50/50 for Kennebunk, 1/3-1/3-1/3 each for Wells/North Berwick and Biddeford/Saco.
6. **Reports from municipalities:**
   1. Nothing specific other than the acknowledgement that It’s spring and getting muddy on the trail.
7. **New Business:**
   1. None reported.
8. **Adjourn:**
   1. Motion to adjourn by Tad, second by Bryan. Meeting adjourned at 10:14 AM
9. **Next meeting: April 8, 2020**

Respectfully submitted,

Carole Brush

ETMD Executive Director